

DEPARTMENT OF THE ARMY
Bravo Battery, 1st Battalion, 79th Field Artillery
434th Training Brigade
6007 ROTHWELL ST
FORT SILL, OKLAHOMA 73503-5000



03 June 2015

Dear Friends and Family Members,

My name is Captain Robert Simmons. I, along with the Battery First Sergeant, First Sergeant Shandrel Stewart, are the Command Team for your Soldier during their stay here in Basic Combat Training. Your Soldier has arrived safely to Bravo Battery, 1st Battalion, 79th Field Artillery, part of the 434th Field Artillery Brigade here at Fort Sill, Oklahoma. Your Soldier is here to learn how to become a Soldier in the U.S. Army. Rest assured, your Soldier is in the hands of the most dedicated and experienced Drill Sergeants and cadre in the Army. The Bravo Battery Drill Sergeants and cadre are professional Soldiers who have had multiple combat tours and have been trained to instruct your Soldier in the Warrior Ethos and the Warrior tasks and battle drills. Your Soldier is our mission here and we are genuinely concerned about their health, welfare and training to help your Soldier graduate from Basic Combat Training.

Over the next nine weeks your Soldier will learn a variety of skills that will transform them from a civilian to a Soldier. Your Soldier will learn the basic Soldier skills that are required to fight and win on today's modern battlefield. The training will be very strenuous and demanding. The tasks your Soldier performs will help them develop the discipline and self-confidence necessary to be a successful Soldier in today's Army. They will conduct physical training daily. They will be given classes on everything from military customs and traditions to policies and procedures on how to conduct themselves as members of the military. In addition, they will learn how to engage the enemy with a rifle, care for casualties using first aid, navigate with a map and a compass and learn the values that they will live by as a warrior.

Your Soldier is extremely busy so do not expect regular communication. Written communication is often more reliable than phone calls. I encourage you to write to your Soldier because support from home goes a long way. We will permit a call home within the first week of training as well as on weekends when their platoon **is deserving of the privilege** and when training requirements permit. If you wish to send a package, do not send magazines, weapons, food, or other contraband items (soda, electronics, tobacco, pornography etc...). Examples of things that are ok to send are toiletries and photographs. Letters and packages should be mailed to (get the PLT # from your Soldier):

(Line 1) Soldiers' Name
(Line 2) Bravo Battery, 1-79 FA, PLT # ____
(Line 3) 6007 Rothwell Street

(Line 4) Fort Sill, OK 73503

Should an emergency arise, the only means of notifying your Soldier is through your local American Red Cross. The field office in your vicinity will contact the Lawton, Oklahoma field office who will in turn contact me. In dire emergencies affecting immediate family members (sibling or parent), emergency leave may be granted. Other leaves of absence during training are not normally authorized. If in the unlikely event something should happen to change your Soldier's health and welfare, I, the Battery Commander will personally let you know.

We plan to correspond as much as possible through another letter and our Facebook page. In the coming weeks, you will receive a letter outlining the details of graduation and family day. For your calendar however, Family Day will be at Destroyer park on 6 August at 0900 and graduation on 7 August at 1000 at Hilton hotel. We have a Facebook page we use to keep you updated. We encourage you to log into Facebook and search "Bravo Battery 1-79" or utilize the following link: <https://www.facebook.com/B179FA>. We keep this site up to date so you know what training your Soldier is doing. We also post pictures so you may get a chance to see your Soldier in action. Additionally, the most up to date information about graduation and family day will be posted here. If you have any questions feel free to contact me or my First Sergeant by email or phone.

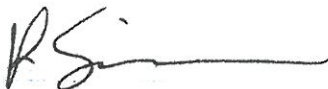
In closing, your Soldier is our mission. Without them, we would not be here. I will do whatever it takes to see that your Soldier is successful but, your son or daughter has to want to become a part of the U.S. Army. Encourage your Soldier to succeed and they will, just like the many who have gone before.

CONTACT INFORMATION:

CPT Robert J. Simmons
robert.j.simmons96.mil@mail.mil
580-442-1314

1SG Shandrel E. Stewart
shandrel.e.stewart.mil@mail.mil
580-442-1312

Respectfully,



ROBERT J. SIMMONS
CPT, CM
Commanding



SHANDREL E. STEWART
1SG, USA
First Sergeant

SAMPLE

REQUEST FOR UNESCORTED INSTALLATION VISITOR ACCESS TO FORT SILL

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, USC 3331, 552, 552a; 10 USC 10204; Executive Orders (EO) 10450, 10865, and 12333.

PRINCIPAL PURPOSE: The information requested is for the purpose of granting access to the Fort Sill Installation.

ROUTINE USES: Basis for determination of qualifications and background information for eligibility for access to Fort Sill Installation. The Social Security Number (SSN), required for record accuracy, is requested pursuant to EO 9397.

DISCLOSURE: Providing requested information, to include your SSN, is voluntary. However, your access may not be granted if all requested information is not provided. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. **DO NOT** drop off, send to a third-party or send via e-mail **unencrypt**. Sending Personally Identifiable Information (PII) via regular e-mail is highly discouraged. Regular e-mail is sent "in the clear" and therefore is subject to interception by hackers. There are many other options for sending private, sensitive information or PII securely through e-mail. Please research these options and use them accordingly. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

PART I - APPLICANT INFORMATION

| | | |
|--|------------------------------|--------------------|
| a. LAST NAME: | b. FIRST NAME: | c. MIDDLE INITIAL: |
| d. GRADE/RANK/STATUS: | e. SOCIAL SECURITY NUMBER: | f. DOB: |
| g. GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female | h. DRIVER'S LICENSE #/STATE: | |
| i. EMPLOYER: | j. PHONE NUMBER: | |
| k. E-MAIL ADDRESS: | l. RACE: | |

PART II - PURPOSE OF VISIT

| |
|---|
| a. REQUESTED DATE(S) / TIME OF VISIT: FROM 5 AUG 15 TO 8 AUG 15 |
| b. PURPOSE OF YOUR VISIT: <input checked="" type="checkbox"/> GRADUATION <input type="checkbox"/> MUSEUM <input checked="" type="checkbox"/> VISIT FAMILY <input type="checkbox"/> GOLF/BOWLING |
| <input type="checkbox"/> SPECIAL EVENT (Specify below): |

☒ OTHER (Specify below):

Soldier name: B BTRY 1-79 FA (BCT) Class 54-15; Family Day: 6 Aug 15; Graduation: 7 Aug 15

PART III - FORT SILL INSTALLATION ACCESS CARD/PASS ACKNOWLEDGEMENT STATEMENT

1. I understand that I must give the Fort Sill Visitor Control Center (VCC) **consent to an initial criminal history and periodic background screenings** prior to and after the issuance of an installation access card/pass by completing Fort Sill Form 118. Failure to do so will result in the termination of the application process. I further understand that these background screenings will determine my eligibility for access and continued access during the term of my visit.

- I understand that my **access may be revoked** at anytime without reason or notice.
- I understand that I must **properly care for my card/pass** to prevent damage, or unnecessary wear.
- I understand that it is **prohibited to allow someone else to use my card/pass**.
- I understand that my card/pass **must be turned in** to the VCC once it has expired or further use is not required.
- I understand that I **must immediately report any lost, damaged or stolen card/pass** to my sponsor and the military police.
- I understand that my card/pass must be controlled at all times. If you have and or know where your card/pass is, then it is considered secured! If your card/pass is lost or unrecoverable, please notify your sponsor immediately.

2. I have read and understand the instructions listed above.

VISITOR MUST SIGN

APPLICANT'S SIGNATURE

DATE

PART V - ISSUING OFFICE

SECTION BELOW IS FOR USE BY INSTALLATION ACCESS CONTROL OFFICE ONLY

a. ☐ APPROVED b. ☐ DISAPPROVED c. ☐ ACTION TAKEN (Specify below)

APPROVING OFFICIAL PRINTED NAME

APPROVING OFFICIAL SIGNATURE

DATE

WRITE YOUR SOLDIER NAME HERE